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INTERNATIONAL TRADE COMMISSION

Handbook on Electronic Filing Procedures

I. Introduction

A. This Handbook provides instructions for persons who wish to file documents electronically with the United States International Trade Commission (Commission) pursuant to § 201.8(f) of the Commission's rules of practice and procedure (rules) (19 CFR § 201.8(f)).

B. In any conflict between the Commission's rules and this Handbook, the rules shall govern. This Handbook is designed to be read in conjunction with the rules. This Handbook does not alter or waive any provisions in the rules governing the filing of documents with entities and/or persons other than the Commission, including but not limited to the United States Secretary, NAFTA Secretariat.

C. If you choose to file in paper form, you must comply with the relevant provisions of the rules governing such filing. The Commission does not permit filing by means other than paper filing in accordance with the relevant rules or electronic filing in accordance with § 201.8(f) and this Handbook. Thus, for example, filing by facsimile and by electronic mail (i.e., sending a document to a Commission electronic mail address) are not permitted, unless the filer has received specific permission for such filing from the Secretary to the Commission.

II. Electronic Filing Procedures (EFP)

A. Definitions and Instructions:

(1) "EFP" means the Commission's Electronic Filing Procedures.

(2) "Secretary" means the Secretary to the Commission (500 E Street, SW., Room 112, Washington, DC 20436, telephone 202-205-2000). The EFP is administered by the Secretary and any questions about EFP should be directed to the Secretary.

(3) "Business hours" or "Business days" refers to the hours and days that the Commission is open (i.e., from 8:45 a.m. to 5:15 p.m., Washington, DC local time, from Monday through Friday, excepting Saturdays, Sundays, Federal legal holidays, and other official closures).

(4) The "Web site" refers to the Commission's World Wide Web site at <http://www.edis.usitc.gov>.

(5) "EDIS" refers to the Commission's Electronic Document Information System, which will receive electronic transmission of documents through the Commission's Web site.

(6) "Cover sheet" refers to the EDIS cover sheet that all filers must complete pursuant to § 201.8(g) of the Commission's rules. EDIS cover sheets are generated online at the Web site for electronic filings. A paper copy of each EDIS cover sheet should be printed after completing the EDIS cover sheet online for over-the-counter filings or for record keeping purposes.

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(7) "Document" refers to the cover sheet and attachments that comprise an electronic filing with the Commission.

(8) "Electronic receipt" means that an electronic transmission of a document to EDIS via the Commission's Web site has been successfully completed in its entirety.

(9) "Electronic filing" means the electronic transmission of a document and the Secretary's acceptance of the document for filing. As discussed below, the electronic transmission and receipt of a document do not necessarily mean that the document has been filed.

(10) "Registered user" means a person that has completed the on-line registration process and been approved to electronically file documents by the Secretary to the Commission.

(11) "E-mail address of record" means the electronic mail address of a registered user which he or she has provided to the Secretary.

(12) "Notice of electronic receipt" will be provided in two forms: (a) An on-screen notice of receipt once the electronic transmission of the document is complete; and (b) an e-mail sent to the registered user's e-mail address of record. The notice of electronic receipt only conveys that the document is physically present at the Commission and does not mean that the document has been accepted by the Secretary for filing in EDIS.

(13) "Notice of electronic filing" will be e-mailed to the registered user's e-mail address of record upon acceptance of the electronic document for filing in EDIS by the Secretary.

(14) "CBI / BPI" means confidential business / business proprietary as defined in 19 CFR § 201.6. All documents containing CBI/BPI shall be designated with the confidential security level.

B. Registration as an EFP user and assignment of passwords:

(1) To file electronically as an external user, you must first register to become a "registered user" of the Web Site. An external user is defined as a non-USITC employee who has been granted registered user status by the Secretary to the Commission. To register, an external user should fill-out the EDIS user registration form online at the Web Site. The registration form will require identification of the external user's name, firm affiliation, address, telephone number and e-mail address of record. External users must have and maintain a working e-mail address to be a registered user. Internal users are USITC employees and must follow the all applicable regulations set forth by USITC rules.

(a) The internal user field for Firm / Organization will be set to USITC.

(b) External users must select their applicable association in the Firm or Organization field. If an external user's affiliation in Firm/Organization field is not listed, select 'Not Applicable' and notify the EDIS System Administrator to add a new Firm/Organization.

(c) If an external user is with an organization not found on the list and not a party to a pending investigation (i.e. the external user is not an attorney, consultant, officer, owner, shareholder, employee, agent, director, or other representative of a party to an investigation) or a member of the general public, the external user must register as an EDIS user to file a document in a pending investigation. The non-party external user must select 'Not Applicable' or 'Other' as their Firm/Organization..

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(d) All external users must designate a User ID, Password, and Codeword on the registration form. External users may access EDIS for electronic filing without any additional approval from the Secretary.

(e) The external user's registration information is used when filing documents. The external user's registration information will be used to populate the document submission fields of 'Filed By' and 'Firm/Organization'. For internal users, the Filed on Behalf of field will be defaulted to the user's Office/Division.

(2) A registered user may authorize another person to file a document with the Commission using the User ID and Password of the registered user; however, the registered user assumes responsibility for any use of his or her user ID and password. The registered user and all persons who participate in the preparation of or are signatories to a document shall retain responsibility with respect to any duties and obligations pertaining to the document under the rules. A registered user must comply with applicable limitations on disclosure of BPI and CBI when providing his or her User ID and Password to another person. As provided in paragraph II(K)(2), a document filed using a registered user's User ID and Password will be deemed signed by that registered user.

(3) Upon learning of the potential compromise of the confidentiality of his/her password, the registered user shall immediately change the password. The registered user must also notify the Secretary of the facts surrounding the potential compromise.

(4) If the registered user has provided his/her password to an employee of the registered user's firm, such as a paralegal, legal assistant, or secretary who subsequently leaves the firm, the registered user must change the password when that employee's access should be terminated. Unless there is a perceived breach of confidentiality, in such instances no notification of the Secretary is needed.

(5) Every registered user shall be responsible for keeping his or her registration information current.

C. Types of documents:

(1) The following documents cannot be filed electronically and must be filed in paper form in accordance with the rules: A document (i) that exceeds the size limit set forth in paragraph II(I) of this Handbook and which the filer cannot break into multiple PDF segments, (ii) that contains exhibits of original documents, such as certified copies, (iii) petitions, including those subject to 19 CFR §§ 202.2, 206.2, 206.14, 206.33, 206.43, 206.54, 207.10, 210.47 and (iv) complaints, including those subject to 19 CFR § 210.12. Document sections, attachments, and segments are defined under sections C(4)-(8) of this Handbook.

(2) All other documents may be filed electronically.

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(3) Paper filings must include a printout of a copy of the EDIS cover sheet that was generated at the time of electronic filing. The paper copy of the EDIS cover sheet shall be submitted with the paper version of the filing. The paper copy of the EDIS cover sheet must be printed from the electronic version of the EDIS cover sheet at the time a registered user generates their electronic filing. EDIS will consider the cover sheet and one or more attachments to be the complete filing. For example, a cover letter addressed to the Secretary is one attachment. Multiple attachments may be filed as part of the same electronic transmission as long as each attachment does not exceed the size limitation set forth in paragraph II(I) of this Handbook. A registered user may submit any number of attachments per document. However, each individual pleading or submission must be accompanied by a unique cover sheet. For example, each motion filed in connection with an investigation conducted pursuant to section 337 must have a unique cover sheet even if several motions are filed sequentially. In addition, a notice of appearance and APO application for access to BPI or CBI each must have a separate cover sheet even if filed jointly.

(4) If you are electronically filing 24-hour changes to a document pursuant to §§ 206.8 or 207.3 of the Commission's rules (19 CFR §§ 206.8 and 207.3), you must file the entire corrected document again, not just portions of the document containing the 24-hour changes. If a registered user is filing both an electronic version and a paper version of a document, you must state in your cover letter to the Secretary that you are making filings of the same document in both electronic and paper form. The cover letter to the Secretary must be included in both the electronic version and the paper version of the document.

Any hyperlinked materials contained in an electronic filing must be reproduced in their entirety as an attachment to the document. Please note that any hyperlinked material contained in the electronic version of a document must be printed in its entirety in the corresponding paper copy, in conformance with all applicable page limits under the Rules.

D. Where documents are to be filed electronically:

If you want to file a document electronically, you should visit the Web site and follow the instructions for submitting a document electronically to EDIS, including completion of the cover sheet for each filing. The instructions will include the applicable hardware and software requirements for electronic filing.

E. Notice of electronic receipt:

Upon completion of the electronic transmission of your document and upload at the Commission, EDIS will provide you with an on-screen notice of electronic receipt. In addition, EDIS will generate and send an e-mail notice of electronic receipt to the official e-mail address associated with the user ID. Receipt of a notice of electronic receipt does not constitute acknowledgment by the Commission that the document has been properly filed pursuant to the rules or this Handbook. Moreover, such notification does not constitute service of the document on the parties to an investigation.

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If you do not receive a notice of electronic receipt following transmission of a document for filing or get an error message, the document will not be deemed transmitted to EDIS and consequently, will not be received by the Secretary for filing. You must attempt to (i) re-transmit the document electronically until such a notice is received, (ii) file in paper form, or (iii) contact the Secretary in accordance with the provisions of paragraph II(G) permitting delayed filings.

If the document is electronically received by EDIS on a Saturday, Sunday, or a Federal legal holiday, during other official closures, or after business hours on a business day, the effective filing date and time of the document will be the next business day, assuming the document is accepted. If the document is electronically received by EDIS during business hours, then the effective filing date and time of the document is the date and time that the document has been electronically received by EDIS.

Subsequent to the notice of electronic receipt, the Secretary will send you a second notice (notice of electronic filing) notifying you that the document has been accepted by the Secretary for filing in EDIS.

F. Deadline for electronic filing of documents:

(1) When the Commission has imposed a deadline on the filing of a document, the Secretary will consider the document timely filed electronically only if it is received successfully in its entirety by EDIS by 5:15 p.m., Washington, DC local time, on the day that the document is due to be filed. However, prior to that time, you may electronically transmit a document to EDIS at any time of the day (i.e., twenty-four hours/day) and on any day of the week (including weekends and holidays). You should preserve the notice of electronic receipt, which states the time and date that EDIS received the document, for your records. From time to time, EDIS may be unavailable for electronic filing due to periodic maintenance. The Commission will try to schedule EDIS maintenance for those times when EDIS is least likely to be used. Scheduled downtime of EDIS will be posted on the Web site.

G. Technical failures:

(1) The Secretary shall deem the website to be subject to a technical failure on a given day if the website is unable to accept electronic filings continuously or intermittently over the course of any period of time greater than one hour after 12 noon, Washington, DC local time, on that day. If you are unable to file a document electronically by the deadline imposed by the Commission because the website is experiencing a technical failure, you should contact the Office of the Secretary immediately to report the technical failure of the website and to seek authorization from the Secretary to file your document after the Commission's deadline governing the filing of your document.

(2) If you discover that the version of the document available for viewing on EDIS-II does not conform to the document that you transmitted, you should send or transmit to the Commission a replacement document with an explanatory cover letter. After receipt, the Secretary will review the documents and provide you with notification of acceptance or rejection.

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H. Requests for Late Filing:

(1) If you electronically transmit your document prior to 5:15 p.m., but the document is not received in its entirety by EDIS by 5:15 p.m., you may file a "Request for Late Filing" with the Secretary requesting that your late filing be accepted because you began electronically transmitting the document to EDIS prior to 5:15 p.m. In the request for late filing, you should include an unsworn declaration as described in paragraph II(K)(4)(d) by the registered user attesting to the start time of the electronic transmission.

(2) Please be aware that many filers wait until near the end of the business day to file documents. Please be mindful of the heavy volume of filings at the end of the day and try to transmit your document as early in the day as possible.

I. Size of electronic transmission:

(1) An electronic transmission as a whole can exceed 10 megabytes so long as no one attachment exceeds 10 megabytes. A filing with an attachment that exceeds the foregoing size limitation may only be filed in paper form pursuant to the rules. All page limits set forth in the rules shall remain in effect for purposes of this Handbook.

J. Format of Documents:

(1) (a) Documents filed electronically pursuant to this Handbook must be submitted in Adobe Acrobat portable document format (PDF). Please be aware that some special characters used in certain word-processing applications may not convert easily to PDF. The conversion process to PDF may affect pagination as well as the conversion of special characters. Filers are responsible for the accuracy of the documents submitted.

(b) The Commission encourages the submission, when practicable, of documents converted to PDF from word-processed text over that of documents converted to PDF from images because the former normally are significantly smaller in terms of megabytes than the latter, and because the former are more easily searchable within EDIS. EDIS will create a searchable text version of an image-based document through an optical character recognition process, but that text version is likely to contain some conversion errors.

(c) The Commission will post on the website information that will assist users with document conversion to PDF.

(2) Each page of an electronically filed document must be in letter-sized format (i.e., 8 1/2 inches by 11 inches when printed by the Secretary).

(3) Text-based PDF files may permit others to retrieve "masked" or "whited-out" BPI or CBI. Please remove all "masked" or "whited-out" BPI or CBI before filing any electronic document with the Commission.

(4) PDF submission requirements: When preparing PDF documents for filing, you must comply with the following requirements. PDF documents that do not comply with these requirements will be rejected by EDIS. (Note: When installing Adobe Acrobat 5.0, the default setting must meet all requirements.)

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(a) PDF version must be Version 1.3 or greater. (Note: Use of Acrobat is not required, but if it is used, it must be Acrobat 4 or greater, which produces PDF version 1.3).

(b) Documents must not have Type 3 fonts. Use of Type 1 fonts is recommended.

(c) Only Roman and Cyrillic alphabet may be used in PDF format.

Other foreign language documents must be scanned. Special characters should be checked on conversion to ensure that they were not changed during the distilling process.

(d) Do not attach any embedded files to your PDF document for electronic filing.

This includes all comments (note tool, pencil tool, highlights tool, digital signature tool, embedded files, embedded sounds or other multimedia); forms actions; JavaScript actions; external cross references, and image alternates.

(e) Document security setting must have a PDF file security setting of “none.”

(6) PDF submission recommendations: When preparing PDF documents for submission, the following are recommendations that will enhance the usability of the document.

(a) PDF creation should be via distiller.

(b) Font embedding should be default distiller setting.

(c) Resolution standard for scanning to PDF should be at least 200 dpi and not more than 300 dpi and NMT 300. 300 dpi is recommended. This will allow readable images without causing undue size.

(d) Linearization: You should select optimize for web view as distiller setting.

(e) Scanning vs. conversion from native format: Whenever possible, you should create PDF from native format.

(f) Selecting printer/distiller: You should select distiller as printer before creating document.

(g) Document properties/associated index: You should not use this field in your PDF document for electronic filing.

(h) Recommended template for PDF files: A sample “usitc.joboptions” file is located on the website as a template for your PDF documents. Persons interested in using this template should go directly to the website.

(7) Users must not include attachments or embedded objects within the PDF file. Examples of embedded objects include all comments (note tool, pencil tool, highlights tool, digital signature tool, embedded files, embedded sounds or other multimedia); forms actions; JavaScript actions; external cross references, web links, and image alternates.

(8) General Rules for Filing Documents

(a) The general rule regarding electronic filing is that users should file one PDF file unless it violates the 10MB size limit set forth in section I(i).

(b) Cover letters must not be filed separately from the primary or root document that is being submitted.

(c) The primary or root document should not be broken out as a separate filing from appended material such as exhibits unless the filing exceeds the 10MB size limitation or contains tabbed sections.

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(9) Document Attachment Requirements

(a) Documents appended to the primary or root document that contain tabs must be submitted as separate PDF files. Documents containing appended materials containing tabs shall conform to the format set forth in sections (b)-(d) below.

(b) Appended material is defined as any exhibit, attachment, appendix, or similar ancillary document that is delineated by tabs and appended to the primary or root document. If any documents are filed electronically and in paper format, all appended material that is filed in electronic format must correspond to the actual order of the paper filing. The electronic filing should contain the exact same documents in the exact same order as the paper filing with the exception of the tab cover sheet PDF file.

(c) The primary or root document PDF file should be named according to its document type. In addition to document type, a brief description of the document should also be included.

(i) The user should create a PDF file which incorporates the main body of the brief and will be defined as the primary or root document. As an example, a user who intends to file a post-hearing brief with exhibits appended to the main text of the brief would name the root document PDF file as “post-hearing brief – text” (a reasonable abbreviation or other descriptive terminology may be used such as post-hrg. brief – main body”, etc.).

(ii) The appended material should then be filed as a separate PDF file and attached to the primary or root document. PDF files of appended material should follow the 10MB size limitation. The appended material must be named using the primary or root document name and a brief descriptive title. In the post-hearing brief example used above, an appended PDF file containing 27 exhibits that meets the size limitation should be filed as “post-hearing brief – Exhibits 1-27”). The appended document must be attached to the primary or root document to maintain the order of the document.

(iii) If multiple PDF files are required to incorporate all appended material, the user should file as many PDF files as necessary and maintain the appropriate naming convention of identifying each PDF file by the primary or root document title with an accompanying brief description of the appended PDF file. Subsequent PDF files should be attached in sequence to preserve the actual order of the filing.

(iv) PDF files of appended material containing tabbed sections must have a paper cover sheet identifying the tabbed section. The paper cover sheet identifying each tab must correspond to the tabbed material as it appears in the document being filed (e.g. the paper cover sheet for a tabbed section identified as Exhibit 29 should be identified as Exhibit 29).

(v) Tabbed material containing subsections and subparts must also be identified using paper cover sheets. It is important to preserve the order and naming convention of the document being filed. Appended material with tabbed sections such as exhibits, attachments, and appendices which contain subsections must have a paper cover sheet as described in section (c)(iv) inserted before all subsections and subparts of any such documents. The subsections or subparts must follow the exact format and naming of the document being submitted.

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(d) The tab cover sheet PDF file. The tab cover sheet PDF file is an additional requirement of electronic filing. The tab cover sheet is a separate PDF file and should not be confused with the requirement of filing paper tab cover sheets identifying the contents of tabbed sections.

(i) The tab cover sheet PDF file is a user created document which will serve as a table of contents for an electronic filing that requires multiple PDF files such as documents with tabbed sections. The user must create the tab cover sheet PDF file after preparing all other PDF documents that encompass an EDIS filing. This is a critical requirement since electronic filings which require tab cover sheets cannot be reproduced in paper format and remain faithful to the format of the document filed by the user electronically unless an accompanying tab cover sheet PDF file is included.

(ii) The tab cover sheet PDF file must be titled using the primary or root document type as defined in sections (c)(i) and (ii) above. If we continue with the post-hearing brief as an example, the tab cover sheet PDF file should be titled by the primary or root document type “post-hearing brief” with an added descriptive field. The added descriptive field for all tab cover sheet PDF files should be “tab sheet”. Therefore, in the example used above, the PDF file created by the user for the tab cover sheet shall be named “post-hearing brief – tab sheet”.

(iii) The text of the tab cover sheet PDF file must include the title and investigation number of the subject matter. In addition, the text should indicate that the document is the tab cover sheet.

(iv) The text of the tab cover sheet PDF file must contain a detailed description of all PDF files that make up each individual electronic filing. The description must detail the title of the primary or root document, all appended material, and all subparts or subsections of appended material.

(v) The text of the tab cover sheet PDF file in our prior example of a post-hearing brief would identify the primary or root document and all appended material. The tab cover sheet text would indicate the main body of the brief and each exhibit, attachment, appendix, or other ancillary materials appended. A sample tab cover sheet PDF file is located at Tips for Print Publishing Support on the main EDIS webpage.

(vi) The text of the tab cover sheet PDF file must also identify the page number where the root document begins and where each tabbed section falls. This includes all exhibits, attachments, appendices and any subsection or subparts of these appended materials. In addition, the PDF file page numbers indicating the location of appended materials must correspond to the actual description of the tabbed sections contained in the appended material (e.g. Exhibit 1 at p.22).

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(vii) The page numbers indicated in the text of the tab cover sheet PDF file must be derived from the PDF file page number. The PDF file page number will not necessarily conform to the actual page number of the document. Therefore, the user must create all PDF files that pertain to a particular electronic filing before attempting to file electronically. The tab cover sheet PDF file can only be created after all PDF files associated with a particular filing have been created since the tab cover sheet PDF file utilizes PDF page numbers and not document page numbers. If a user fails to follow this procedure, the document cannot be reproduced in a manner that would preserve the original tab breaks of the filing.

(10) Use logical break points in creating root documents and appended materials. Avoid breaking attachments in the middle of a section (e.g., root document, exhibit, attachment or appendix) of a filing. An entire section should be contained in a single attachment, if possible.

(11) For further assistance in filing appended PDF files, see Tips for Print Publishing Support located on the EDIS webpage.

(11) When redacting BPI or CBI from a document, you should use redaction methodology that does not change the pagination of the public version, when compared with the BPI or CBI version.

(12) Documents filed electronically or in paper format containing color photos, text, pictures, etc. will not be reproduced in color. All copies of submitted documents will only be produced and distributed in black and white.

(13) Documents which fail to conform to the rules set forth in section 7-9 of the Handbook, may not be reproduced accurately for distribution.

K. Signatures:

(1) A document filed with the Commission electronically shall be deemed to be signed by a person (the “signatory”) when the document identifies the person as a signatory and the filing complies with subparagraph (2), (3) or (4) of this subsection II (K).. When the document is filed with the Commission in accordance with any of these methods, the filing shall bind the signatory as if the document were physically signed and filed, and shall function as the signatory's signature, whether for the purpose of complying with the Commission's rules, to attest to the truthfulness of an affidavit or declaration, or for any other purpose.

(2) In the case of a signatory who is a registered user as described in paragraph II (B)(1), such document shall be deemed signed, regardless of the existence of a physical signature on the document, provided that such document is filed using the user ID and password of the signatory. The page on which the physical signature would appear if filed in non-electronic form must be filed electronically, but need not be filed in an optically scanned format displaying the signature of the signatory. In such cases, the electronically filed document shall indicate a typed “electronic signature”, e.g., “s/ Jane Doe”.

(3) In the case of a signatory who is not a registered user, or who is a registered user but whose user ID and password will not be utilized in the electronic filing of the document, such document shall be deemed signed and filed when the document is physically signed by the signatory, the document is filed electronically, and the signature page is filed in optically scanned form pursuant to and consistent with the EFP.

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(4) In the case of a document to be signed by two or more persons, the following procedure shall be used:

(a) The filing person shall initially confirm that the content of the document is acceptable to all persons required to sign the document. The filing person then shall attest that original signatures have been obtained from each of the other signatories on a paper copy of the document. If the filing person complies with the foregoing requirements, the Commission shall presume that the filing person has the authority to file the document on behalf of all other persons required to sign such document.

(b) The filing person shall then file the document electronically, indicating the original signatures that have been obtained, e.g., "s/ Jane Doe," "s/John Doe," etc.

(c) The filing person must retain the hard copy of the document containing the original signatures until the earlier of: (i) The Commission deadline for destruction of APO materials, if applicable; or (ii) one year after the conclusion of the investigation and resulting appeals.

(d) For a document that requires a signature in the presence of a notary public (e.g., affidavits), the document instead should contain an unsworn declaration clause to be signed by the signatory under penalty of perjury. The language for unsworn declarations under penalty of perjury is provided in 28 U.S.C. 1746.

L. Limitation on Service of Electronic Documents:

Documents filed electronically in all pending matters before the Commission, except for proceedings before an Administrative Law Judge (ALJ) under section 337 of the Tariff Act of 1930, are not to be served electronically on other parties without the prior agreement of the Secretary. In the case of proceedings before an administrative law judge under section 337 of the Tariff Act of 1930, the presiding administrative law judge shall determine whether electronic service of documents by parties will be permitted in that proceeding. Parties may only affect electronic service on recipients who have provided written consent thereto to the Secretary or the presiding administrative law judge. Persons who have filed documents electronically with the Commission must comply with the rules in effecting service of the electronically filed document on parties in accordance with 19 CFR 201.16. All electronically filed documents must be accompanied by a certificate of service.

M. Copyright and Other Proprietary Rights:

(1) The web site shall bear a prominent notice as follows: "The contents of each filing in EDIS may be subject to copyright and other proprietary rights (with the exception of the notices, orders, and opinions of the ITC). It is the user's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing material found in EDIS. Transmission or reproduction of protected items beyond that allowed by fair use requires the written permission of the copyright owners. Users must make their own assessments of rights in light of their intended use."

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(2) By filing any material with the Commission electronically, a person shall be deemed to consent to all uses of such materials by all parties to the action in connection with and for the purposes of the action, including the electronic filing in the action (by a party who did not originally file or produce such materials) of portions, excerpts, quotations, or selected exhibits from such filed materials as part of motion papers, pleadings or other filings with the Commission.

(3) Any dispute that arises among persons regarding the use of materials subject to copyright and other proprietary rights must be resolved among the persons themselves, without the Commission's involvement.

N. Official Record of Commission Proceedings:

The electronic version of any document filed by a party in a Commission proceeding will be considered the “official version” for purposes of compiling the record in a Commission proceeding. Materials referenced by hyperlink in an electronic document will not be considered part of the document or of the record in a Commission proceeding unless they are reproduced in their entirety in an attachment to the document. The filer, however, must take into consideration paragraph II(M) when reproducing such materials.

III. Duration

A. This Handbook is effective as of the date specified in a notice published in the Federal Register. These electronic filing procedures shall remain in effect until superceded or rescinded.

B. The Secretary shall, from time to time, amend this Handbook as necessary.

(Authority: 19 CFR 201.8(f))

By Order of the Commission.

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